**Decision re. Request for Correction**

*Note: this is only a sample letter created for illustrative purposes; the public body may make changes to this letter template as necessary; please* ***delete*** *this textbox before sending letter.*

*Last updated: April 19, 2018*

[Reference number for RTIPPA file]

[Date]

[Applicant’s name and address]

Dear [Applicant’s name]:

**Re: *Right to Information and Protection of Privacy Act***

 **[Request under consideration]**

Your request for correction of [*describe personal information*] under the *Right to Information and Protection of Privacy Act* (“the Act”) was received by [name of public body] on [date].

Option Q.1 – Grant correction

Following your request, we have reviewed the relevant personal information and have decided to make the requested correction(s). This(these) change(s) is(are) effective as of [date].

[*If applicable:* Furthermore, we have contacted [name of relevant public bodies and/or third parties] also housing your personal information and notified them of the correction.]

Option Q.2 – Refuse correction

Following your request, we have reviewed the relevant personal information and have decided not to make the requested correction(s), for the following reason(s):

[*list reason(s) for refusal*]

Your request for correction was, however, added to the record(s) in question. [*If applicable:* Additionally, we have contacted [name of relevant public bodies and/or third parties] also housing your personal information and notified them that your request for correction was added to the record(s).]

If you do not agree with this decision, you may file a complaint to the Office of the Ombud **within 40 business days** of the date of this response. For your convenience, please find enclosed a copy of the relevant form [Form 2].

Conclusion for all options

If you have any further questions, please do not hesitate to contact me [or name of another relevant staff member] at [contact info].

Sincerely,

[Name]

[Title]

Encl. Form 2